UAccess Employee
Training for Time Approvers

Under *UA Manager Self Service*, Navigate to the *Team Time* tile. You may click on either "Enter Time" OR "Time Summary." Both tiles will show time pending approval for the current pay period.

NOTE: If you need to look at previous pay periods, please be sure to scroll through the correct dates.
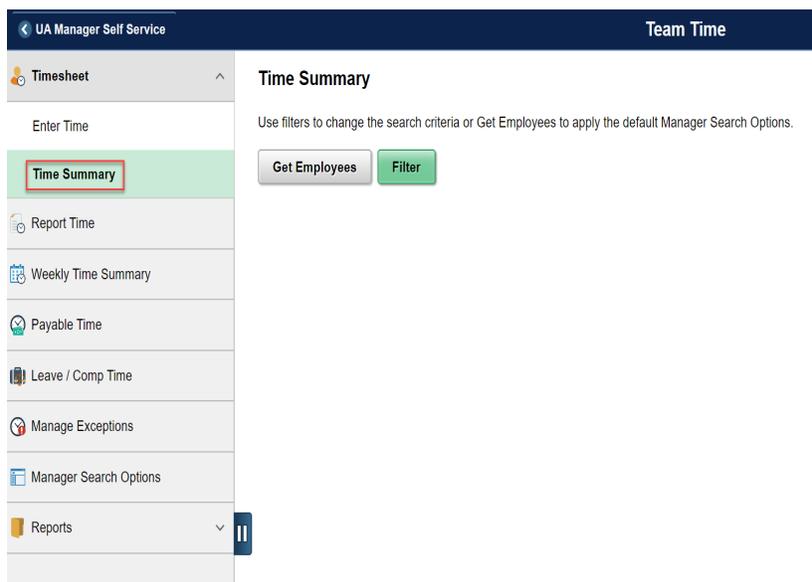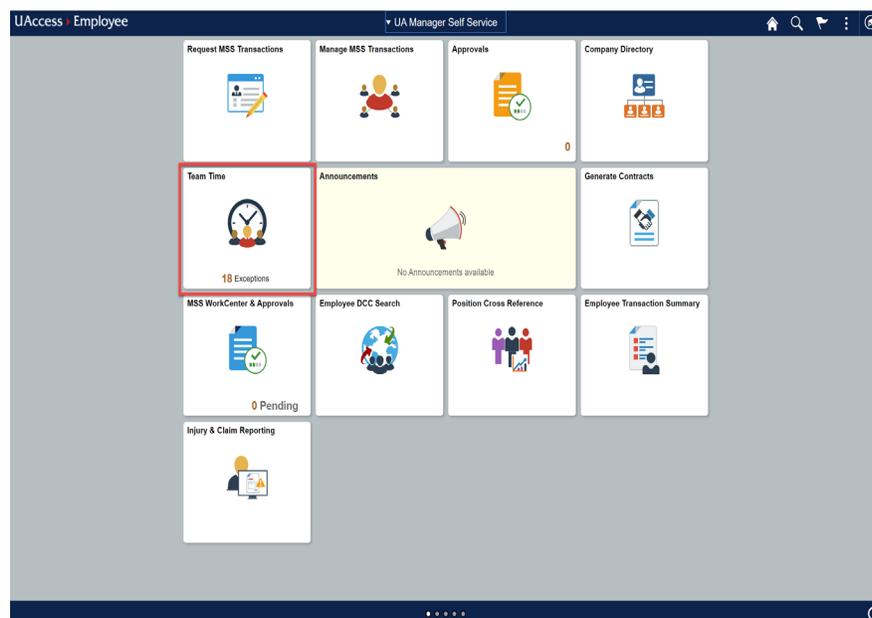
You may look up an employee by using either (not both) of the following filters:

- Typing in **your position number** in the *Time Approver Position* field and clicking the *Done* button.
- Typing in **first or last name (or both)** in the *Last/ First Name fields* and clicking on the *Done* button.

Ex. 1

Ex. 2
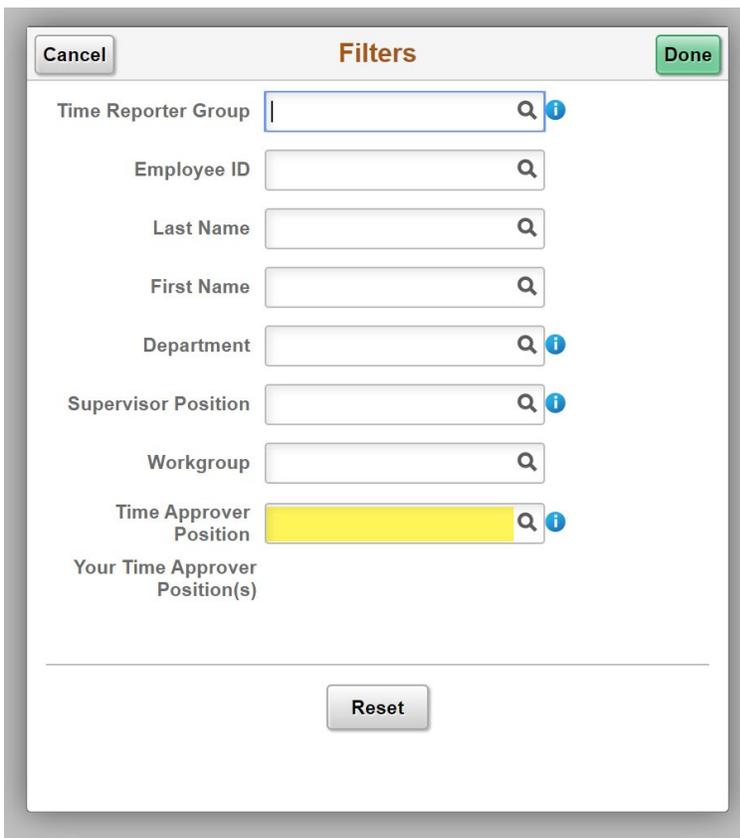
Cancel	**Filters**	Done

Time Reporter Group		🔍 ⓘ
Employee ID		🔍
Last Name		🔍
First Name		🔍
Department		🔍 ⓘ
Supervisor Position		🔍 ⓘ
Workgroup		🔍
Time Approver Position		🔍 ⓘ
Your Time Approver Position(s)		

Reset

Select Employee
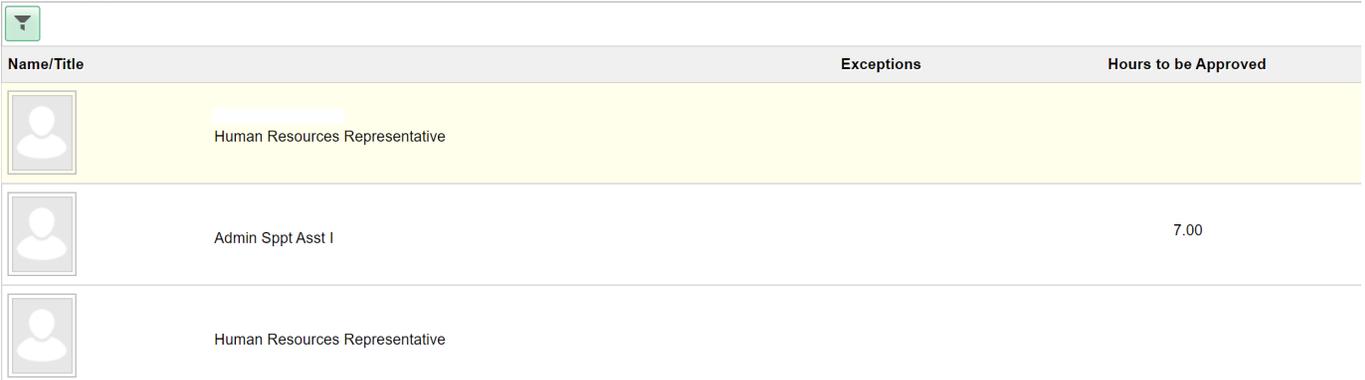
Name/Title	Exceptions	Hours to be Approved
Human Resources Representative		
Admin Sppt Asst I		7.00
Human Resources Representative		

To view employee timesheet, click on each employee's name. If multiple employees, you can click on Next/Previous Employee to view next/previous timesheet.

In reviewing **exception reporter** time, only time off exceptions (e.g., vacation, sick time, jury duty, holidays, FML) will appear. If only PAW-Presence at Work is reported, that

employee will not show up on approver's list of reported time.

In reviewing **positive reporter** time, both regular time worked and leave time will appear. Compensatory time taken will also appear.

Approving/Denying Employee Time

- Approve or deny time by selecting box next to desired date (or clicking **Select All** button) and clicking the **Approve Selected** or **Deny Selected** buttons**.**

- Click the balloon button to add denial comments. **Note:** Comments are permanently included in the system and cannot be removed.

- Employee receives automatic e-mail notice that time has been denied. Employee can read these comments when he/she logs in to review time.

Enter Time
View Job Information

Admin Sppt Asst I
Return to Select Employee

Previous | Next

◄ **20 April - 3 May 2020** ►
BiWeekly Period
Reported 7.00

View Legend | Submit

◄ **Week 1 of 2** ►
Reported 7.00	Unapproved Time 7.00

*Time Reporting Code / Time Details	Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24	Saturday 25	Sunday 26
	Reported 4	Reported 3	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0
REG - Regular	4.000	3.000					
Comments	◯	◯	◯	◯	◯	◯	◯

▼ Manage Approvals

☐						Approve
	Date	**Reported Status**	**Total**	**TRC**	**Description**	
☐	04/20/2020	Needs Approval	4.000	REG	Regular	
☐	04/21/2020	Needs Approval	3.000	REG	Regular	

Submitting this timesheet signifies that I certify this timesheet is a true record of time worked and/or leave time used.

If you have any questions regarding this process or if you need additional assistance, please contact your Timesheet Coordinator, the Provost HR Team at provosthr@arizona.edu, or reach out to payroll via FNSV-Payroll-Info@arizona.edu.